UDOT Laboratory Qualification Checklist

PART ONE: QUALITY SYSTEMS MANUAL

(Form 1013-A1)

Based on quality system criteria established in AASHTO Standard Practice R18 Section 6.

Company Name:	
Lab Address:	
Lab Supervisor:	
Inspection Date:	**Inspected By:**

Organization and Policies

1. Manual Preparation **Date**?

2. Contains **names**, affiliations and positions of principal officers? ☐

3. Contains **organization chart** showing relevant internal components? (Managing Engineers, Lab Supervisors, Technicians.) ☐

4. Contains a **Quality System Policy Statement** and objectives? ☐

Staff

5. Contains **Position descriptions** for each technical operational position on the organization chart? ☐
(Identifies the position required duties, required skills, education, and experience. A reference to where the position descriptions are found is acceptable.)

6. Contains a **bio-sketch** for supervisory technical staff or a reference to where bio's can be found? ☐

7. Contains a document describing methods of how **staff competency** is measured? ☐
(Includes the frequency of evaluations for each technician, what position or employee is responsible to conduct the evaluations and maintain the records, and a reference to where the records can be found.)

8. Contains a **form for recording training and competency**? ☐
(Including a location for the trainee name, the name of the evaluator, the test method evaluated and the dates and results.)

Equipment

9. Contains an **inventory of major** sampling, testing, calibration and verification **equipment**? ☐
(A reference to where the inventory is located is acceptable. Should include the name, date in service, condition when received, manufacturer, model and serial number of the equipment)

10. Contains **a list for testing equipment that requires calibration** including the interval of calibration and a reference to the calibration procedure? ☐

11. Contains a document that describes **method for tracking calibrations**? ☐

12. Contains a list of all **in-house calibration procedures**? ☐

Test Records and Reports

13. Contains a document that describes **methods used to produce test records** and prepare, check and amend test reports? ☐

14. Contains **Typical test report forms**? ☐

Sample Management

15. Contains a document describing **procedures for sample identification**, storage and retention and disposal of samples? ☐

Diagnostic and Corrective Action

16. Contains a document describing participation in proficiency sample and on-site inspection programs, methods used to identify poor results and **procedures to resolve deficiencies** when they occur? ☐

Internal Quality Systems Review

17. Contains a document describing the **scope of internal quality system reviews?** ☐

Subcontracting

18. Contains a document describing the lab's policy and **procedures for subcontracting**? ☐

PART TWO: TEST RESULTS AND RECORDS

Laboratories shall maintain test records, which contain sufficient information to permit verification of any test reports. Records pertaining to testing shall include original observations, calculations, derived data and an identification of personnel involved in sampling and testing. ☐

PART THREE: SUBMIT PROFICIENCY TEST RESULTS AND RESPONSES TO FAILED TESTS

Consultant and region laboratories will make available to UDOT all AASHTO correspondence including proficiency sample results, inspection report forms, and non-accreditation proficiency sample results. **Failure to promptly submit correspondence may result in suspension until the information is provided.** ☐

A lab receiving poor results on proficiency samples will be required to submit to UDOT a copy of their response to AMRL explaining the reason for the results.

General Comments / Deficiencies

_____ ☐

_____

_____ ☐

_____

Quality Systems Equipment Inspection Report
Calendar Year _____
(Form 1013-A2)

Lab Name: Inspected By: _____

Item/ Serial Number	Inspection Frequency	Equipment Team Previous Inspection Date	Quality Systems Inspection Date	Inspection Results/Comments
Compression Testing Machines				
1				
2				
Scales				
1				
2				
3				
4				
Sieves				
Ignition Ovens				
1				
2				
3				
Other Equipment				

Verification of Participation in AMRL/CCRL Proficiency Sample Testing

(Verify through the AMRL websites)

(Form 1013-A3)

Laboratory Name: _____ **Date:** _____

Areas of Qualification: **Aggregate** **Superpave/Asphalt** **Soils** **PCC**

Required tests for UDOT qualification in Aggregate:

Test	*Description*	*Participating?*
AASHTO T 27	Sieve Analysis of Fine and Coarse Aggregate	
AASHTO T 11	Material Finer than No. 200 Sieve in Mineral Aggregate by Washing	

Required tests for UDOT qualification in Asphalt/Superpave:

Test	*Description*	*Participating?*
	Qualification in Aggregate	
AASHTO T 308	Asphalt Binder Content of HMA by the Ignition Method	
AASHTO T 209	Maximum Specific Gravity and Density of Bituminous Paving Mixtures	
AASHTO T 166	Bulk Specific Gravity of Compacted Bituminous Mixtures Using SSD Specimens	
AASHTO T 30	Mechanical Analysis of Extracted Aggregate	
AASHTO T 312	Determining Density of HMA Specimens by Means of the SGC	

Required tests for UDOT qualification in Soils:

Test	*Description*	*Participating?*
AASHTO T 99	Moisture-Density Relations of Soils Using a 5.5 lb Rammer and 12 inch Drop	
AASHTO T 89	Determining the Liquid Limit of Soils	
AASHTO T 90	Determining the Plastic Limit and Plasticity Index of Soils	

Required tests for UDOT qualification in PCC:

Test	*Description*	*Participating?*
AASHTO T 119	Slump of Hydraulic Cement Concrete	
AASHTO T 152	Air content of Freshly Mixed Concrete by the Pressure Method	
AASHTO T 23	Method of Making and Curing Concrete Test Specimens in the Field	
AASHTO T 22	Compressive Strength of Cylindrical Concrete Specimens	